



2008 California Volunteer Manual

General Information

SIGNING THE RETURN

Your client **must** sign and date the return. If your clients file a joint return, the spouse/RDP must also sign.

If your clients file a joint return and their spouse/RDP died during 2008, write "Surviving Spouse/RDP" next to the client's signature.

Be sure to enter your site number and initials in the space below "Paid Preparer's SSN/FEIN."

By signing, your clients declare under penalty of perjury that their return is correct and complete to the best of their knowledge.

QUALITY REVIEW CHECKLIST

Double check that names and social security numbers are complete and in the correct order.

Quality review all entries in Step 2.

Double-check the amount from the tax table.

Double-check the amount of California withholding on Forms W-2.

Check your math and income statements. Double check each information line on the return.

Make sure the client signs and dates the return.

Enter site identification number (SIDN) on every return.

Run diagnostics on every computer-generated return.